

City of Weslaco

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April 22, 2020

Work Safe Plan

Curbside Pickup at Mayor Joe V Sanchez Public Library

The Mayor Joe V Sanchez Public Library is submitting a plan to implement Curbside Pickup at the local public library. Below we detail how the library intends to adhere to the guidelines found in the 2020 0326 EOM WORK SAFE PLAN:

1. Name of company, contact person, and phone number;

Mayor Joe V Sanchez Public Library
Arnoldo Becho
Library Director, City of Weslaco
Phone: 956.973.3144
Email: abecho@weslacopl.us

2. How many employees will be at your facility per shift;

Employees with greater than 80 hours of leave are furloughed every other week. Various employees have been reassigned to other departments. Thus, the number of staff within the library is greatly reduced and there is on average less than 5 people within each building at all times. Staff is encouraged to distance and work from offices when possible. In person meetings have been eliminated and none are scheduled for the future.

3. What are your hours of operation and specific shift hours;

We plan to offer curbside pickup beginning May 4th from 10 am – 4 pm, Monday thru Friday. We will have a onetime event where we will be providing free comics and crafts curbside on May 1 from 11 am – 4:30 pm as a promotional event. Staff works Monday thru Friday from 8 am - 5 pm.

4. What will you be giving your employees to show to Law Enforcement for travel to and from work;

We are using the form provided by the City of Weslaco

5. How you will ensure that all customers and all employees will stay at least 6 feet away from each other at all times;

Employees have been repeatedly instructed to maintain a distance of greater than six feet. Customers will not be allowed within the building and will not be in contact with any employee. Customers will be instructed to notify staff when they approach. Staff will place items in a pickup location and confirm pickup from a visible point within the building and separated by a window.

6. How you will minimize employees on site, minimize in person meetings, and if you will be allowing employees to work from home;

Please see answer to guideline 2

7. Where are your sanitation supplies such as disinfectants, hand sanitizer comprised of at least 60% alcohol, and soap? Is it accessible to the employees?;

Sanitation supplies are kept at the Circulation and Reference desk. The Library Secretary has additional sanitation supplies. There are several handwashing facilities and hand sanitizer stations throughout the building.

8. Locations of hand sanitizers for customers;

We currently have no plans to allow customers within the building. They will be picking up materials at the library entrance. If they have a question about their order, they will be instructed to call the library's general number for clarification.

9. What is your procedure if an employee reports a possible exposure, reports or shows symptoms of Covid-19? Please include that they will be sent home after sanitizing their work area;

Employees have been instructed to report exposure to COVID-19. If possible exposure is reported employee will be asked to refrain from attending work until contact has been made with HR. Employees have been instructed to report and monitor symptoms including taking their temperature previous to attending work. Employees have been asked to stay home if they experience fever or flu like symptoms. Employees are aware that they may be sent home if they report or show symptoms of COVID – 19. Supervisors have been instructed to ask an employee being sent home to sanitize their work area previous to leaving.

10. Show us your plan for mandating employees to clean and sanitize their work areas, including vehicles, at least twice daily;

Employees are instructed to sanitize work areas daily and avoid sharing electronic equipment, use the speakerphone option, and not share headsets or other objects that are near the mouth or nose.

11. Show us your plan on performing a thorough cleaning/sanitation of all common areas and surface areas at least once during the workday;



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City custodial staff is entrusted with cleaning/sanitation of common areas and surfaces as they see fit.

- 12. Show us your plan on how you're going to begin each workday by screening all employees. Be sure to include the following criteria: Signs or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat, and low-grade fever or; In the previous 14 days has had contact with someone with confirmed diagnosis Covid-19, is under investigation, or ill with a respiratory illness.**

We do not currently take temperatures when employees come to work but we ask them to monitor their temperatures before attending work. Employees have been instructed to report exposure to COVID-19. Employees have been instructed to report and monitor symptoms including taking their temperature previous to attending work. Employees have been asked to stay home if they experience fever or flu like symptoms.

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